

AARCHA A. SUNNY

JOB OBJECTIVE

Aiming to obtain suitable job position that will draw upon strong academic & professional experience in human resource management that would entrust me with an opportunity for my expertise and experience in handling the wide range of HR function including the hiring, training, visa processing and documentation work with a leading organization of repute

PROFILE OVERVIEW

An enthusiastic graduate with in-depth knowledge of Computer Administration, Labor Law, Recruitment Procedure, HR and PR procedure.

Presently associated with 7 EM consulting SAIF Zone as a consultant, carrying out all the activities related to company formation, Liquidation, Visa processing, cancellation of visa, Share transfer, Renewal of license, customs, chamber of commerce and submission of government applications as well as processing of a variety of legal documents in timely manner. Monitor, review and analyze strategies in marketing, sales, advertising and other fields of operations.

Forward-thinking, fact-based individual with excellent communication skills (verbal & written), presentation, interpersonal and analytical skills to develop ideas that produce bottom-line results

Showcased an excellent understanding of key business issues behind the numbers and providing clear, concise and timely analysis & recommendations by compiling reports based on findings.

Ability to work and ensure that an organization's human capital serves the best interests of the company. Work to ensure that the company is effectively using its personnel to achieve its stated goals, while also ensuring the workforce is operating at a high level of productivity and efficiency.



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Sharjah, UAE

Proficiency Matrix

<div></div>	Computer Engineering
<div></div>	HR Policies Implementation
<div></div>	Customer Relations
<div></div>	People Engagement
<div></div>	Analytical Skills

Skills

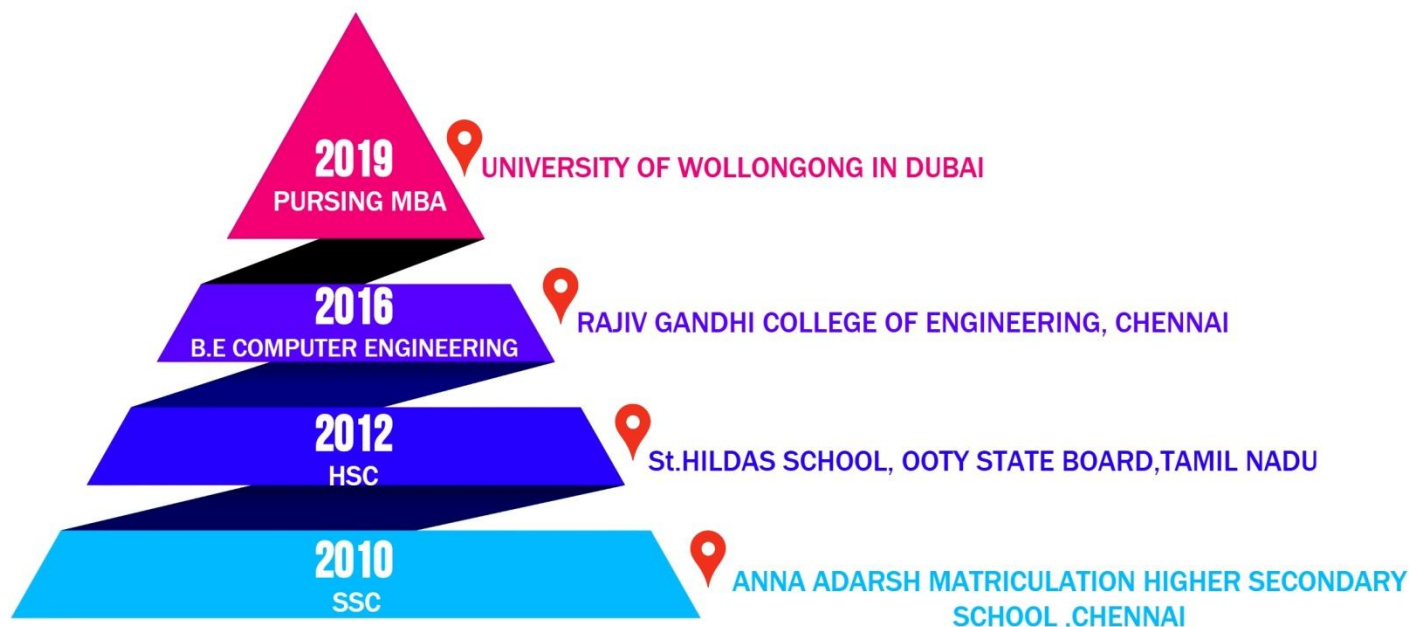
- ✓ Excellent communication skills
- ✓ Self-motivated
- ✓ Strong interpersonal skills
- ✓ Maintains confidentiality
- ✓ Inventory control
- ✓ Extremely organized
- ✓ Team building
- ✓ HR Labor Law
- ✓ HR Recruitment Process
- ✓ Public relational process

Bilingual Abilities

- English
- Malayalam
- Hindi
- Tamil



ACADEMICS & CREDENTIALS



CERTIFICATIONS

- May 2010** : Info edge (an application-oriented program)
- Nov 2016** : HR and Payroll Management
- March 2019** : Professional Human resource management (*certified by ILM*)



WORK EXPERIENCE

BUSINESS DEVELOPMENT CONSULTANT-SAIF ZONE
August 2019 – Present with 7EM Consulting, Sharjah, UAE

Department: Public relational and business development

Purpose: provide advice to companies to solve problems, create value, legal and government related support, Employment support related to visa processing, cancellation etc.

JOB RESPONSIBILITIES:

- Assist in company formation or liquidation process at SAIF ZONE
- Assist in doing the share transfer, director change, POA etc for companies
- Support clients during recruitment of new staffs
- accurately prepare and process required legal documents for government agencies such customs, chamber of commerce etc.
- Renew, Update and keep all workers and their dependents visas and work contract on time to guarantee that organization records are up to date in labor and immigration department.
- make sure all business and trade licenses are updated, follow up official approvals and permits to prevent unnecessary violations.

- Schedule staffs visa, medical, coordinating with other internal and external department.
- Collect all appropriate documentation necessary for the visa and permits required to be processed.
- Responding to staff queries on visa/labor/passport related matters.
- Ensure all visa, medical and labor permits are up to date and arrange a timely renewal.
- Assist in all general inquiries concerning labor and immigration matters.

IT ENGINEER & MANAGEMENT ADMINISTRATOR
April 2018 – August 2019 with Xervon Industrial Services LLC, Abu Dhabi, UAE

JOB RESPONSIBILITIES:

- Develop and manage effective professional working relationships with co-workers and clients.
- Assist the HR department in managing CV's, schedule interview and work with the team to carry out other HR related duties.
- CV screening, recruitment process, maintaining records, Payroll management (rotation, sick, Occupational leave, Annual).
- Facilitating human resources processes
- Ensuring the effective utilization of plans related to HR programs and services
- Answering employee requests and questions
- Assisting with new employee hiring processes
- Assisting with the recruitment and interview processes
- Administering enrollments, changes, and terminations, Reconciling benefits statements
- Planning and conducting employee presentations, Report, Cost analysis
- Analysis of current manpower requirements across several departments
- Preparation of future manpower forecasts (trend analysis, workload analysis, work force analysis)
- Analysis of Current resourcing needs and mid and long-term resourcing needs to meet organizational objectives.
- Track vacancies and conduct analysis of departing and commencing staff to available positions

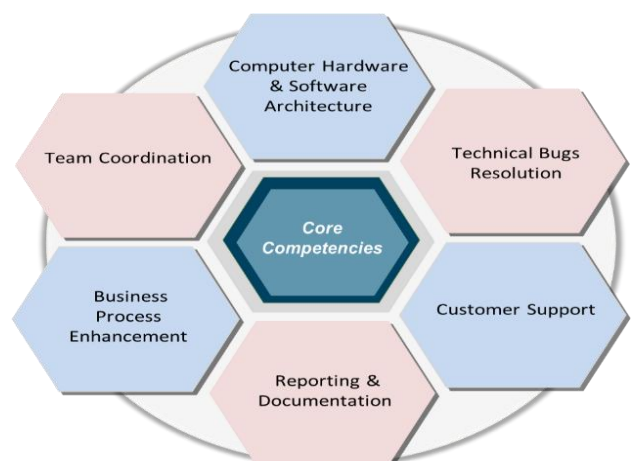
IT DESKTOP SUPPORT ENGINEER
July 2016 – March 2018 with Xervon Industrial Services LLC, Abu Dhabi, UAE

POSITION OVERVIEW:

Conjoin with distributed teams in order to solve technical problems of a computer users, keep the computer network up to date with essential patches and perform small tasks on server and interact with vendors for purchase.

JOB RESPONSIBILITIES:

- Install and configure computer hardware, software, systems, printers, scanners and provide network lines for internet access and telephone system.
- Respond in a timely manner to service issue and requests based on ticketing system.
- Manage the ERP system for generating the month end reports related to stock, Purchase, Rentals etc.



- Provide documentation or training on start-up, shut down and first level troubleshooting of processes to help desk staff
- setup domain user accounts with access right
- Collaborate with peers, team leads to resolve technical networking bugs, maintaining complete data-security.
- Prepare and Maintain IT inventory for department cost analysis.
- Prepare Monthly report based on the inventory list for financial statement on spreadsheet or presentation software.
- Coordinate with suppliers for purchases regarding systems, Sonic Wall, Servers and other IT Peripherals.
- Authorized person by the company to manage all Etisalat services.
- Manage daily task through ticketing system. System upgrade, Network issues, share folder access, VPN connection etc.

PERSONAL DETAILS

Date of Birth:	01 st July, 1994
Linguistic Abilities:	English, Hindi, Malayalam and Tamil
Address:	P.O. Box no. 29167, Sharjah, UAE
Visa:	Husband Visa
Marital Status:	Married
UAE Driving license	Yes